

**SAFETY
MISHAP REPORTING AND INVESTIGATION**

CAPR 62-2, 27 Nov 07, is supplemented as follows:

3.a. Added:

Mishap notification will immediately be made to NY Wing via telephone. Leaving a message is not satisfactory; the reporting member will telephone each of the following NY Wing staff members in order until one of them is reached.

- (1) Wing Director of Safety: Lt Col Malcolm Dickinson, 203-698-2600
- (2) Wing Assistant Safety Officer: Capt Shane Lipson, 212-996-5699 [home];
212-915-8126 [work]; 917-816-3722 [cell]
- (3) Wing Assistant Safety Officer: Capt Pete Moreau, 585-461-4664
- (4) Wing Director of Operations: Lt Col Bill Hughes, 315-524-7802 [home];
585-423-5166 [work]; 585-738-7148 [cell/pager]
- (5) Wing Commander: Col Ken Andreu, 914-328-9786 [home]; 914-263-9499 [cell]
- (6) If the mishap involves "death, bodily injury accident, or major damage" *and* the reporting member is unable to reach any of the above wing staff, the member will immediately contact the CAP National Operations Center (NOC) at the number given in CAPR 62-2.

3.b. Added:

NY Wing will notify the CAP-USAF State Director for NY of all reported mishaps.

4.a.(1)(a) Added:

In the event of an Accident, the NY Wing staff member contacted per paragraph 3.a. will immediately inform the National Operations Center (NOC).

4.e. Added:

Mishaps will be reported using the process diagrammed in Attachment 1 to this supplement.

4.f. Added:

- (1) If photographs of the mishap and/or damage are made, they will be submitted to the wing director of safety as soon as possible thereafter. If the mishap was an aircraft flight mishap, a printed copy of the weather at the time of the mishap must be obtained from the local control tower or flight service station and must be submitted to NY Wing.
- (2) Personal injury reports will include a description of the injury, a description of medical treatment supplied, and the name and phone number of any physician(s) who provided treatment. If this information is not immediately available, the CAPF 78 must be submitted without delay, and the missing information must be submitted within 96 hours to NY Wing.

- (3) The wing commander or wing director of safety may request drawings, diagrams, or photographs depicting a mishap. If such a request is made, the member(s) involved will supply such information within 10 days.

4.g. Added:

New York State Reporting Requirements: A New York State form MV-104 must be completed and filed with the state after any vehicle mishap occurring in New York State that results in damage over \$1,000. If an MV-104 is required, a copy of the MV-104 must be emailed at the time the CAPF 78 is filed. (Note: The MV-104 can be downloaded from the safety page of the wing web site.)

6.a. Added:

After any mishap involving damage to an aircraft, the aircraft will not be used for further travel until approval has been obtained from the wing commander, director of operations, aircraft maintenance officer.

After any mishap involving damage to a vehicle, the vehicle will not be used for further travel until approval has been obtained from the wing commander, director of operations, or director of logistics.

6.b. Added:

Mishap reporting will be initiated by any member who discovers previously unreported damage to any CAP asset. The individual member should report to the Group level, who will consult with NY Wing staff (DO, DOM, or LG) **before** filing a CAPF 78. If a CAPF 78 is determined necessary, fill in the date and time the damage was first discovered. Failure to report as indicated in 3 above may result in the suspension of the CAP membership of the responsible person(s).

7. Added:

a. The following documents will be carried in the binder of each corporate aircraft:

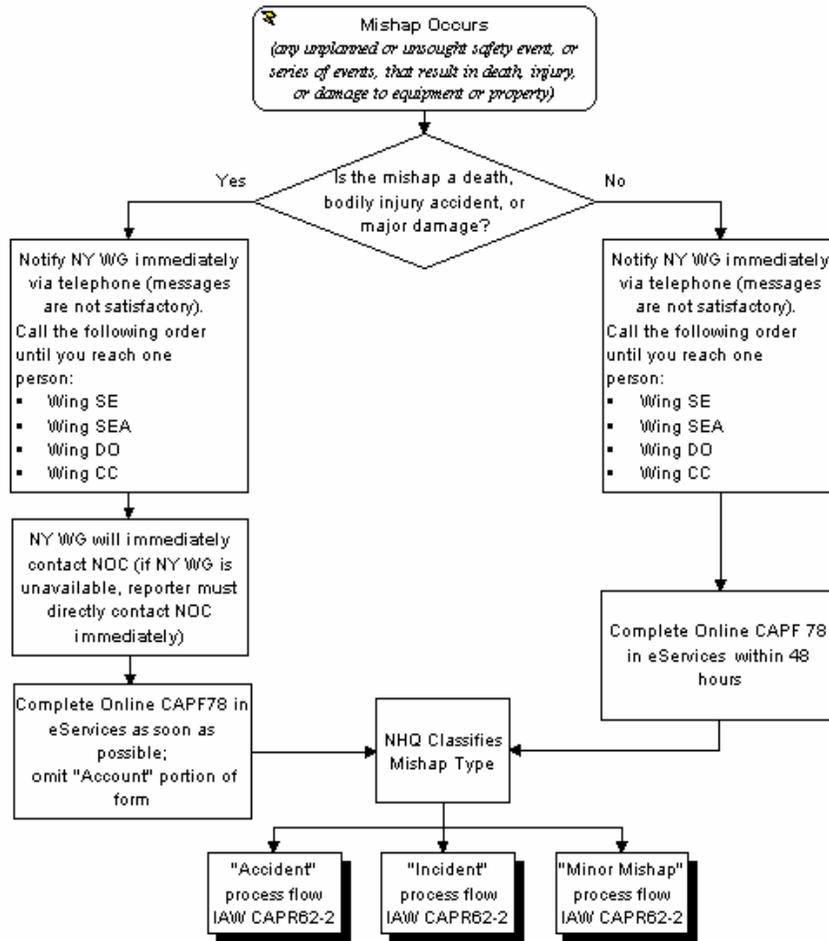
- A current copy of CAPR 62-2
- A current copy of any NER supplement to CAPR 62-2
- A copy of this supplement, including attachments 1 and 2.

b. The following documents will be carried in the binder of each corporate vehicle:

- A current copy of CAPR 62-2,
- A current copy of any NER supplement to CAPR 62-2,
- A copy of this supplement, including attachments 1 and 2.
- A New York State form MV-104 (vehicle mishap report form).

Attachment 1 Process For Reporting Mishaps in New York Wing

Mishap Reporting Process for New York Wing



Calls should be made in this order until one of the following is reached. You do not need to contact all of them.

1 Wing SE (Director of Safety) Lt Col Malcolm Dickinson 203-323-0600	2 Wing SEA (Assistant Safety Officer) Capt Shane Lipson Cell: 917-816-3722 Home: 212-996-5699 Work: 212-915-8126	3 Wing SEA (Assistant Safety Officer) Capt Pete Moreau 585-461-4664	4 Wing DO (Director of Operations) Lt Col Bill Hughes Home: 315-524-7802 Cell/Pager: 585-738-7148 Work: 585-423-5166	5 Wing CC (Commander) Col Ken Andreu Cell: 914-263-9499 Home: 914-328-9786
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For mishaps involving death, bodily injury accident, or major damage only:

NOC
CAP National Operations
Center (24 hours a day)

888-211-1812, Ext 300

Attachment 2
Safety Mishap Reporting Worksheet
 (use at the mishap scene to write down information that will be entered into the online CAPF 78)

Safety Form Worksheet

Wing commanders or their designees will immediately notify the National Operations Center (NOC) at (888) 211-1812 of all accidents involving substantial damage, serious injury, or death.

Mishap Date Wing Local Time

Location of Mishap

Weather Conditions

Fog Rain Snow Sleet Ice Tornado

Temperature Visibility Form 79 Investigator

Purpose

Account of Mishap

For Each Involved Person

Type

Witness Driver Observer
 Scanner Passenger Pilot / PIC
 Student Pilot Check Pilot Co-Pilot
 Instructor Pilot Other

Injury Type

None Non-Fatal Serious Fatal

Full Name

Grade / Civilian

Date of Birth

Phone Number

License #

CAP / USAF Affiliate

For Each Vehicle / Aircraft

Non-CAP Owned Wing

Vehicle / Tail #

Damage

Estimated Repair Cost (\$)

Private Property Damage

Estimated Repair Cost (\$)

Vehicle / Aircraft Moved, if so note Authorizer

Aircraft Only

NTSB Notified, if so note Date

Wind Direction (0-360) Speed (Knots)

Ceiling AGL (Feet)

For Each Involved Person

Type

- Witness Driver Observer
- Scanner Passenger Pilot / PIC
- Student Pilot Check Pilot Co-Pilot
- Instructor Pilot Other

Injury Type

- None Non-Fatal Serious Fatal

Full Name

Grade / Civilian

Date of Birth

Phone Number

License #

CAP / USAF Affiliate

For Each Involved Person

Type

- Witness Driver Observer
- Scanner Passenger Pilot / PIC
- Student Pilot Check Pilot Co-Pilot
- Instructor Pilot Other

Injury Type

- None Non-Fatal Serious Fatal

Full Name

Grade / Civilian

Date of Birth

Phone Number

License #

CAP / USAF Affiliate

For Each Vehicle / Aircraft

Non-CAP Owned Wing

Vehicle / Tail #

Damage

Estimated Repair Cost (\$)

Private Property Damage

Estimated Repair Cost (\$)

Vehicle / Aircraft Moved, if so note Authorizer

Aircraft Only

NTSB Notified, if so note Date

Wind Direction (0-360) Speed (Knots)

Ceiling AGL (Feet)

For Each Vehicle / Aircraft

Non-CAP Owned Wing

Vehicle / Tail #

Damage

Estimated Repair Cost (\$)

Private Property Damage

Estimated Repair Cost (\$)

Vehicle / Aircraft Moved, if so note Authorizer

Aircraft Only

NTSB Notified, if so note Date

Wind Direction (0-360) Speed (Knots)

Ceiling AGL (Feet)